PROVIDING TAA PROGRAM SERVICES

A Guide for Texas Workforce Commission Staff

and for

Workforce Development Boards and Their Contractors

in

- > Texas Workforce Centers
- > TWC Local Offices

FEBRUARY 2000

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INTRODUCTION

This *Guide* does not replace the *Trade Adjustment Assistance Employment* Service Manual. The Manual provides detailed procedure and instruction about the use of necessary forms and information. A completely revised Manual will be available in the Spring, 2000.

This *Basic Guide*, Parts F¾III, includes all of the material in the companion document, the *Reception Guide*, issued separately

The purpose of the *Guide* is to enable high-quality delivery of services to trade-affected workers by Local Area TWC and Board contractor staff. The *Guide* includes **Desk Aids** staff can use as reminders while they work.

- Each TWC Program Coordinator must have a designated staff person and a backup in their Local Area who know how to serve trade-affected workers. Remember: If Local Offices have Employment Services funding, they're required to provide TAA program services.
- ➤ Every Workforce Center and Local Office should have a "TAA Liaison" and backup who know how to intake and refer trade-affected workers.

 These "Liaison" staff can be reception or intake staff.
- Each person who provides TAA services will need "Read-Only RACF Authority" to use the "Applicant Characteristics," "UI Claims Functions," and "Job Matching" Panels of TWC's mainframe.

When a Local Area experiences a large layoff or plant closure, TWC may assign additional staff or FTE authority, on a temporary basis, to assist in providing TAA services to affected workers. The *Manual*, this *Guide*, and State office technical assistance and training should allow a Local Area to provide services to trade-affected workers of smaller layoffs or closures.

How to Use This Guide

Everyone who provides TAA services directly to dislocated trade-affected workers should read the guide. Some previous practices may have changed. Experienced staff may not need to study the entire guide. All Local Area designated staff providing direct services should study parts IV³/4 VII.

Part IV provides a summary of the TAA services functions for which a Local Area is responsible. **This** *Guide* **does not cover all the functions.** Refer to the *Manual* for additional instruction or request technical assistance or training (see Part IV).

Part V, "The Office Visit," provides information for staff who provide referral and intake services, and for those who conduct office visits and provide services to Trade-affected workers. **Parts VI-VII** review the process for developing "Fully-Funded" and "Other-Funded" Requests for TAA program training.

The **Appendices** provide valuable information, including several tables outlining TAA services and a comparison of TAA and *Workforce Investment Act* (WIA) services. The Appendices also include a brief discussion of "Trade Readjustment Allowance" (TRA).

I. KEYWORDS¾ LISTEN AND LOOK:

IF A CUSTOMER COMES INTO YOUR OFFICE, AND YOU DETERMINE S/HE IS OR
WILL BE A DISLOCATED WORKER—THAT S/HE HAS BEEN LAID OFF OR IS ABOUT
TO BE LAID OFF—LISTEN OR LOOK FOR COMMENTS LIKE THE FOLLOWING.
YOU MAY SEE SIMILAR WORDING IN LETTERS FROM THE EMPLOYER TO THE
DISLOCATED WORKER.

- ➤ The worker has a letter (TWC Form BS-121E, call-in) from TWC telling them they are potentially eligible for Trade services.
- **→** "I want to apply for my <u>TRAs</u> (Trade Readjustment Allowance)."
- "They're" [the company] moving to Mexico (or Canada or any other foreign country)."
- "They couldn't compete with...(products or goods from some foreign country)."
- > "They're consolidating this plant with (some other location) because they couldn't compete (or the other location is in another country, like Mexico)."
- > "Foreign competition"
- "How do I file a NAFTA petition"?
- > "Foreign imports" or "Imports from"
- "Moving 'off shore'"
- "My company filed a NAFTA (or "Trade") petition."
- > "How do I get my extended UI"? [There is no such thing; they're referring to their TRA.]
- > "My union told me to come here to get my TRAs."

IF YOU HEAR OR SEE THESE OR SIMILAR WORDS OR COMMENTS, THE CUSTOMER MAY BE A TRADE-AFFECTED WORKER.

IF YOU DON'T PROVIDE TAA SERVICES—"TAA" OR "NAFTA-TAA," REFER

THE CUSTOMER TO THE "LIAISON" OR DESIGNATED STAFF IN YOUR CENTER OR

LOCAL AREA WHO KNOWS ABOUT THESE SERVICES.

II. BE PREPARED FOR <u>CUSTOMER RECEPTION</u>:

TEXAS WORKFORCE CENTERS & TWC LOCAL OFFICES

- A. Texas Workforce Centers, or TWC Local Offices staff should know the keywords indicating a customer may be trade-affected.
- B. <u>Each TWC Program Coordinator must have a designated staff person and a backup</u> in their Local Area who know how to serve trade-affected workers.
- C. There should be other people, including Board contractor staff, in every Local Center or Office who know how to intake and begin providing quality TAA program services to the customer.
- D. Everyone in every Center or Local Office should know who these Local Area designated staff are, where they are, and how to contact them.
- E. <u>Each person</u> who provides TAA services will need "**Read-Only RACF Authority**" to use the "Applicant Characteristics," "UI Claims

 Functions," and "Job Matching" Panels of TWC's mainframe.
- F. If the TWC-designated staff don't work in the office where the customer comes in, <u>every effort</u> needs to be made to help the customer make a telephone contact <u>and</u> receive accurate directions, written materials, or other information about services.
- G. <u>NOTE</u>: Many trade-affected workers will know a lot about TAA/NAFTA-TAA services. They may be in your office as a result of Rapid Response orientations, union or other employee group information, having accessed the TWC web site, or having received information from their employer. These workers will expect you to know enough to help them, even if it's simply an appropriate referral.

III. HOW A WORKER IS ABLE TO REQUEST SERVICES:

[CHECK THE TWC WEBSITE: http://www.twc.state.tx.us/svcs/taa/taahp.]

- A. It is possible for anyone at anytime to request TAA/NAFTA-TAA program services. We cannot deny anyone at anytime the ability to submit requests for services and to receive assistance in processing their request(s).
- B. The U.S. Department of Labor (DOL) "certifies" groups of workers as being trade-affected. A company will be either "Trade Adjustment Assistance— <u>TAA</u>," or "NAFTA-Transitional Adjustment Assistance— <u>NAFTA-TAA</u>" certified, or both. The DOL trade certification <u>and</u> information from the employer will determine whether a dislocated worker is "trade-affected." When the DOL certifies a worker group, it informs the TWC <u>State Office TAA Unit</u>.
- C. When the TAA Unit gets the certification from DOL, it publishes a public notice in Local Area newspapers.
- D. At that time, the TAA Unit asks the employer to send a list of all its workers separated during the certification period and the reason for each worker's separation. TAA Unit staff then uses the employer's list to create a Master Record, on the TWC mainframe, for each individual. The Master Record shows whether the employer's documentation indicated if the individual is or is not trade-affected or whether the employer's documentation is incomplete.
- E. Once the **Master Record** exists, the next day TWC mails a computer-generated letter— Form BS-121E— to each worker on the employer's list; it tells the worker s/he may be potentially eligible for TAA/NAFTA-TAA services.
- F. The Form BS-121E, in effect, is a <u>call-in letter</u>— it is <u>not</u> an eligibility letter. It tells the worker to contact a TWC representative to apply for TAA services. That's why many workers will determine they should call or come into their Texas Workforce Center or Local Office.
- G. Using this information, designated Local Area staff should process workers' applications for services and conduct subsequent activity during and after their initial office visits.

IV. LOCAL AREAS' TRADE SERVICE FUNCTIONS

- ➤ <u>REF:</u> TRADE ADJUSTMENT ASSISTANCE EMPLOYMENT SERVICE MANUAL. YOU SHOULD EXPECT A COMPLETELY REVISED MANUAL TO BE AVAILABLE IN THE SPRING 2000.
- > IF YOU OR YOUR OFFICE DON'T HAVE THE LATEST MANUAL, OR
- > IF YOU NEED TECHNICAL ASSISTANCE, OR
- ➤ IF YOU WANT TO ARRANGE FOR TRAINING, <u>CALL</u>

HARRY CRAWFORD AT 512.463.2227 OR JOHN PFEIFER @ 512.463.3181.

E-MAIL IS FASTER THAN CALLING:

Harry.Crawford@twc.state.tx.us

John.Pfeifer@twc.state.tx.us

- The following list of functions is a summary of the responsibilities of designated Local Area staff who provide TAA Program Services. This brief *Guide* doesn't describe everything. You will find details for these functions in the *Manual* referenced above.
- ➤ <u>NOTE:</u> Local Areas/Offices are not responsible for processing:
 - 1. "Trade Readjustment Allowance (TRA)." <u>Advise the customer to call the UI Tele-Center to file their UI or TRA claims.</u>
 - 2. <u>Invoices from Training Vendors</u>. Advise training vendors to send their invoices directly to the State Office TAA Unit. Electronic forms are available from the TAA Unit for vendors' use.

> SUMMARY OF LOCAL AREAS' FUNCTIONS

1. Answer questions and make <u>accurate and timely</u> referrals of customers to designated Local Area staff or to the appropriate Tele-Center for UI and TRA claims information or processing.

- 2. Assist employers and workers in filing petitions for TAA certification (TAA—Form *ETA-8560*; NAFTA-TAA¾ Form *ETA-9042*). You can get blank copies of these petition forms in English and Spanish from the TAA Unit (hard copy or electronic) or from the following USDOL web site: http://www.wdsc.org/layoff/petition.htm
- 3. Assist with Rapid Response orientations for layoffs/closures which are potentially trade-affected. NOTE: You may ask workers to complete and give you their Form TAA-3, the worker's "Bona-Fide Application for Training" during these orientations. During these orientations, you also provide general information about TAA services such as training, job search, and relocation.
- 4. Coordinate, with Local Board contractors for provision of TAA and ES services as appropriate. Many of these services may come from the Board's *Workforce Investment Act* (WIA) programs. The worker must be co-enrolled in the TAA and WIA programs in order for the Board's contractor to serve trade-affected workers while they are also receiving TAA services.

<u>WIA</u> services generally will include (1) Assessment; (2) Counseling and Case Management; and (3) Supportive Services; and may include (4) Placement; and (5) Training.

- 5. <u>Determine the worker's final eligibility for TAA/NAFTA-TAA services by completing items 6—12/13 below.</u>
- 6. Register the trade-affected worker for work. There must be an ES Application on file (Form ES-511).
- 7. Make sure the worker completes a "*Bona Fide Application for Training*"— Form TAA-3— if not done at an earlier orientation.
- 8. Complete the worker's assessment and develop a re-employment plan with the worker (Form TAA-13).
- 9. Complete and issue "Training Waiver" (Form TAA-15) when appropriate (see the *Manual*).

- 10. Assemble and submit to the State Office TAA Unit the worker's request for Job Search Allowances when appropriate.
- 11. Determine whether "suitable employment" is available.
- 12. Assemble and submit to the State Office TAA Unit the worker's request for Relocation Allowances when appropriate.
- 13. Assemble and submit to the State Office TAA Unit the worker's request for TAA/NAFTA-TAA training approval, with a recommendation, when appropriate.
- 14. Complete the "Other-Funded Training Request" to accompany the worker's request for TAA training approval when appropriate.
- 15. Inform the worker when the State Office TAA Unit notifies you that the training request is approved or denied.
- 16. Prepare Training Contract De-Obligation Letters when appropriate and submit them to the State Office TAA Unit (see the *Manual*).
- 17. Prepare Amendments to TAA/NAFTA-TAA training contracts and submit them to the State Office TAA Unit (see the *Manual*).
- 18. Conduct monthly, periodic post-training follow-up and submit "training outcome" information to the State Office TAA Unit.
- 19. Establish and maintain TAA or NAFTA-TAA files for each worker.
- 20. Insure the appropriate Board staff or Board contractor staff have access to a copy of each trade-affected worker's file where there are "Other-Funded Training Contracts" with the Local Board, **or** where a trade-affected worker is co-enrolled into any Local Board program.

V. THE OFFICE VISIT

A. WHY WE HAVE TO DO IT RIGHT AND FAST

- ➤ <u>NAFTA-TAA</u> affected workers must be enrolled in training within six weeks of their DOL certification date <u>or</u> within sixteen weeks of their date of separation whichever is later, to receive the income support benefits (TRA) while in approved training.
- ➤ <u>Trade-affected workers must</u> have completed the Form TAA-3 within 210 days of their date of separation <u>or</u> 210 days from their DOL certification date, whichever is later, to receive the <u>Additional TRA</u> (sometimes known as "TRAX") while in approved training.
- ➤ If we don't help them meet the deadlines, they will be unable to access TRA which is available while they're in training after they've exhausted their UI. That means they may not be able to afford to go to training because they may not be able to train and support themselves or their families.
- Trade affected workers have appeal rights on all determinations issued under the TAA program¾ "TAA" or "NAFTA-TAA." Effective and efficient response and documentation are necessary to safeguard workers' rights.

B. THE INITIAL OFFICE VISIT¾ WHAT YOU DO FIRST

- You will need 'Read-Only RACF Authority" to use the "Applicant Characteristics," "UI Claims Functions," and "Job Matching" Panels of TWC's mainframe.
- ➤ Use the Desk Aids for the Form TAA-3 and Form TAA-20.
- 1. The importance of the initial office visit by a potentially trade affected worker cannot be overestimated. Accurate and complete information concerning a worker's potential eligibility for training, job search allowances, or a relocation allowance must be provided.
- 2. Trade affected workers have appeal rights on all determinations issued under the TAA Program. Documentation must be accurate and timely.
- 3. Local Office personnel must also must have some understanding of the Trade Readjustment Allowance (TRA) for which a worker may be entitled. Advise the worker to call the Tele-Center to apply for UI and for TRA benefits.

- 4. Designated Local Office staff should contact the State Office TAA Unit to clarify any misunderstanding about potential eligibility, eligibility periods, forms to be completed, etc. to preclude the worker being given misinformation.
- 5. If any of the "Meets Criteria" fields on the **Master Record** contains an "N" or an "I," and the worker states s/he was separated involuntarily due to lack of work from a trade-affected company during the certification period, then **separation information** shall be acquired, if possible, from the worker and submitted with any request for TAA/NAFTA-TAA services.

Documentation will usually be a separation letter or some other document from the company identifying the worker and the reason for separation.

- 6. Once you've completed and processed the Form TAA-3 and Form TAA-20, designated Local Area staff should complete as much of the work as possible to continue the provision of services: Use the "Desk Aids" in this *Guide*.
- 7. Refer the worker to the Workforce Center to receive WIA Core Services (job search, etc.) and to apply for WIA enrollment.

c. How You Continue Services 4 What you Do Next

- ➤ Designated Local Office staff are urged to contact the State Office TAA Unit to clarify any misunderstanding about potential eligibility, eligibility periods, forms to be completed, etc. to preclude the worker being given misinformation.
- 8. Either during the Initial Office Visit or during subsequent interviews, complete steps 9¾14 below. Schedule subsequent interviews with the tradeaffected worker(s) as soon as possible.
- 9. Register the trade-affected worker for work and determine whether "suitable employment" is available. There must be an Active ES Application on file.
- 10. Arrange and schedule Testing and Placement services.
- 11. Complete the request(s) for job search allowances or relocation allowances, when appropriate, and submit them to the State Office TAA Unit.
- 12. With the trade-affected worker, develop a Re-employment Plan.
- 13. Complete the "Request for Training Approval" (see Part VI below), when appropriate, and submit it to the State Office TAA Unit. Include the "Other-Funded Training Request" when appropriate.
- 14. Complete and issue a "Training Waiver" when appropriate.

DESK REFERENCE

Completing Form TAA-3: "Bona-Fide Application for Training"

- **▶** REF: TRADE ADJUSTMENT ASSISTANCE EMPLOYMENT SERVICE MANUAL
- You will need 'Read-Only RACF Authority" to use the "Applicant Characteristics," "UI Claims Functions," and "Job Matching" Panels of TWC's mainframe.
- A completed Form TAA-3 makes sure the worker will receive the <u>additional</u> TRA benefits (sometimes known as "TRAX") while they're in training and have exhausted their UI and basic TRA benefits. Form TAA-3 must be completed and signed within 210 days of a trade-certified layoff or within 210 days of the DOL certification date, whichever is later.

1.	Write in the worker's Last Name, First Name, and Middle Initial, Social Security
	Number, and Date of Separation.
2.	To find the petition number, first go to mainframe "UI Claims Functions" and enter
	"CTTE" on the command line. Enter the individual's Social Security number to see if
	a Master Record is on file. <u>If no</u> Master Record exists then skip to number 4
	below. If one exists, enter an "S" to select the file; press "Enter." You should be at
	the Master Record . The <u>petition number</u> is in the top left hand side of the screen.
3.	To find the petition certification date, go to CTTP (for all petitions that begin with a
	"T"—TAA) or to CTNP (for all petitions that begin with a "N"—NAFTA). Enter an
	"I" for "Inquire" and the petition number and press "Enter." In the middle of the
	screen you will find the <u>petition certification date</u> .
4.	If you cannot find a Master Record on file for the individual, but you know the name
	of the company the individual worked for, then go to CTTL and CTNL. Do a "search
	by company name" by typing the name of the company and pressing "Enter." When
	the company name comes up, there may be more than one petition on file. Be sure to
	select the current petition that also has the same work location as the worker. Enter
	"S" to select a record, it will take you to the individual petition record. The petition
	number will be in the top left corner; the dates will be in the middle of the screen.
5.	Read though numbers 1—5 on the Form TAA-3 and make sure that the worker
	understands where s/he can obtain these services in your area.
6.	For number 3, "Training," be sure to have the worker write in a type of training that
	s/he desires for a specific occupation. Do not write in "ESL/GED"; write in a specific
	occupation. Remind the worker that s/he will not be held to that specific occupation.
7.	Give the worker copies of the brochures: TAA-18— What You Need to Know About
	TAA and TAA-22— What You Need to Know About TAA Waivers.
8.	Have the worker Sign and Date the form, then you sign and date the form. Keep the
	original copy in your office and make a copy for the worker.

DESK REFERENCE

Completing Form TAA 20: "Referral to WIA Services"

- > REF: TRADE ADJUSTMENT ASSISTANCE EMPLOYMENT SERVICE MANUAL
- The Form TAA-20 is a referral form, which the Local Board's WIA contractor can use to comply with many of the WIA eligibility requirements. With the form properly completed, the trade-affected worker need only present documentation concerning citizenship status, Selective Service status (for males), and age. Refer to TWC's WIA *Eligibility Technical Assistance Guide* WD Letter **77-99**
- ➤ <u>WIA services are not entitlements.</u> WIA eligibility is not a guarantee that the Local Board's WIA contractor will enroll the trade-affected worker to receive WIA services. Enrollment and provision of WIA services is a Local Board/contractor decision.

1. First Verify that the worker is trade-affected. Go to CTTE screen and enter the worker's Social Security number (SSN) to see if a Master Record exists. Complete Form TAA-20 when all of the "Meets Criteria" are "Y" on the Master Record . If any of the "Meets Criteria" are "I" or "N," then don't fill out a TAA-20!
2. Once you enter a SSN on "CTTE" and see that a Master Record exists, then enter a "S" in the field to the left of the desired record to select the record and press "Enter."
3. From the Master Record fill in the blanks on the TAA-20—Name, SSN, Petition Number, and Petition Name.
4. Then put the Local Workforce Development Board Number for the area in which the worker resides. Put the Name of the LWDB and their address.
5. Check off which program the worker is trade affected under: TAA or NAFTA-TAA . NOTE: It is possible for a worker to be eligible under both programs, be certain and look at all Master Record s for that individual.
6. <u>If the worker is eligible for both programs, then check both,</u> and be sure that both petition numbers are listed in the appropriate spaces.
7. <u>In the bottom half sign and date the form,</u> Print your name, Local Office Number, and telephone number.
8. Mail or give the original to the WIA contractor in the area in which the worker lives. Send a Yellow copy with a copy of the Master Record attached to the State Office TAA Unit, and keep the pink copy for your files. Give a photocopy to the worker.

DESK REFERENCE

Completing a "Request for Job Search Allowances"

- > REF: TRADE ADJUSTMENT ASSISTANCE EMPLOYMENT SERVICE MANUAL
- You will need 'Read-Only RACF Authority" to use the "Applicant Characteristics," "UI Claims Functions," and "Job Matching" Panels of TWC's mainframe.
- The trade-affected worker must make the "Request for Job Search Allowances" (1) within 365 days from their last day of work (separation date) or the date of the DOL Trade Certification of their former company, whichever is later; or (2) within 182 days after completing training; and (3) **PRIOR** to the beginning of the job search.
- **PRIOR TO THE JOB SEARCH**, you will need the following forms:
 - Form ETA-861— "Request for Job Search Allowance";
 - Form TAA-12— "Certification of Suitable Employment and Interview";
 - Form TAA-11— "Employer Contact Worksheet";
 - Form TAA-10— "Daily Record/Itinerary."
 - Form TAA-17B— "Checklist"
- **➤** Use the following Desk Aid.

DESK REFERENCE

Completing a "Request for Job Search Allowances"

1. The trade-affected worker must have at least one interview set up prior to their job
search trip. S/he must have an <u>actual interview</u> with someone with hiring authority.
FYI: Maximum reimbursement for job search allowances is \$800.00, regardless
 of number of job searches
2. <u>FYI:</u> Transportation is reimbursed at 90% of the more cost effective mode of
transportation reasonably available using:
a. (Number of miles) X (mileage rate); or
b. The most economical mode of public transportation.
 c. To determine the more cost-effective mode , consider the number of travel days.
3. Expenses are for trade-affected workers only. Reimbursement for lodging and meals
will be the lesser of:
• 90% of actual expenses, or
• 90% of 50% of the Federal Per Diem.
3. Give the worker:
■ Form TAA-11— "Employer Contact Worksheets" and
Form TAA-10— "Daily Record/Itinerary"
4. FYI and the Worker:
The worker must submit <u>original receipts</u> on return from the job search for all
expenses incurred traveling to, during, and from the job search. If the trip requires
more than one day, expenses will be reimbursed only for those days on which actual
interviews are conducted and for actual travel days (see Item #2).
5. FYI and the Worker: Types of Receipts:
a) MEALS—Include date, name of restaurant, city/state, amount.
b) LODGING—Date(s), name of hotel/motel, amount, number of nights, city/state.
c) Receipts for grocery stores, convenience stores, etc.— Must identify items, date,
store name, city/state, amounts. There are no reimbursements for liquor/alcohol.
d) AIRLINE TICKET(S) when appropriate.
e) <u>Miscellaneous</u> — If there are other expenditures, the worker must submit detailed explanations for each expenditure. Receipts will be reviewed for approval.
f) Expenses for pets are not covered.
6. The Local Office must IMMEDIATELY submit to the State Office TAA Unit:
a) Form ETA-861. Complete the Identification Section and Sections A and B.
b) Form TAA-12. Submit this form for all interviews set up prior to the trip. Include
telephone number(s) of employer(s). On their return, the worker must complete
additional TAA-12s for additional interviews.
c) Form TAA-17B . There must be at least one interview before the job search trip.
7. Upon the worker's return from the job search trip , the Local Office will send the
State Office TAA Unit (keeping a copy for the Local Office Files):
a) Form TAA-11— "Employer Contact Worksheet"(s) for all interviews.
b) Additional Form TAA-12s for any interviews set up after the worker arrived at
the destination. Be sure to include the employer(s) phone numbers.
c) Form TAA-10— "Daily Record/Itinerary." <u>Include the worker's name and SSN.</u>
d) Original receipts for all expenses (see item 6 above).

DESK REFERENCE

Completing a "Request for Relocation Allowances"

- ➤ REF: TRADE ADJUSTMENT ASSISTANCE EMPLOYMENT SERVICE MANUAL
- You will need 'Read-Only RACF Authority" to use the "Applicant Characteristics," "UI Claims Functions," and "Job Matching" Panels of TWC's mainframe.
- The trade-affected worker must make the "Request for Relocation Allowances" (1) within 425 days from their last day of work (separation date) or the date of the DOL Trade Certification of their former company, whichever is later; or (2) within 182 days after completing training; and (3) **PRIOR** to the beginning of the movement of household goods.
- The trade-affected worker must complete the relocation within six months from the date of request, unless there are extenuating circumstances. Relocation expenses also cover family members who reside with and are claimed as dependents for IRS purposes.
- > TWC can arrange direct billing from commercial movers. If the Trade-affected worker wants such billing to occur, at the time s/he makes the request for relocation allowances, the Local Office should contact the State Office TAA Unit immediately.
- **PRIOR TO THE RELOCATION**, you will need the following:
 - Form ETA-860— "Request for Relocation Allowance";
 - Form TAA-12—Certification of Suitable Employment and Interview";
 - Estimate from the moving company or self-haul company, if the worker's using a commercial carrier. There must be at least one estimate; two or three are preferred for comparison.
 - Form TAA-10— "Daily Record/Itinerary."
 - Form TAA-17B— "Checklist"
- **▶** Use the following Desk Aid.

DESK REFERENCE

Completing a "Request for Relocation Allowances"

1. Items/Information the worker must have prior to relocation.
■ Form TAA-10— "Daily Record/Itinerary";
S/he must submit original receipts for all expenses incurred for the relocation:
meals, lodging, rental of moving van/trailer, commercial movers, etc.;
 A large mailing envelope addressed to the State Office TAA Unit.
2. FYI and the Worker: Transportation is reimbursed at 90% of the more cost
effective mode of transportation reasonably available using:
• (Number of miles) X (mileage rate); or
 The most economical mode of public transportation.
■ To determine the more cost-effective mode , consider the number of travel days.
4. Expenses are for trade-affected workers only. Reimbursement for lodging and meals
will be the lesser of:
• 90% of actual expenses, or
• 90% of 50% of the Federal Per Diem.
5. FYI and the Worker: If the worker uses a commercial mover, the maximum amount
of weight covered is 18,000 pounds and the maximum insurance for household goods
is \$50.00. The allowance does not cover expenses for pets.
6. Lump Sum Payments: The lump sum payment is three times the average weekly
wage or \$800.00, whichever is less. If TWC will not be paying the moving costs, and
the worker requests a lump sum payment only, s/he should submit a written request
for a lump sum payment, through the Local Office
7. FYI and the Worker: The worker must submit <u>original receipts</u> to the State Office
TAA Unit for all expenses incurred while traveling. If the trip requires more than one
day, expenses will be reimbursed only for those actual travel days (see item #2).
8. FYI and the Worker: Types of Receipts:
a) MEALS—Include date, name of restaurant, city/state, amount.
b) LODGING—Date(s), name of hotel/motel, amount, number of nights, city/state.
c) Receipts for grocery stores, convenience stores, etc.— Must identify items, date,
store name, city/state, amounts. There are no reimbursements for liquor/alcohol.
d) AIRLINE TICKET(S) when appropriate.
e) Miscellaneous— If there are other expenditures, the worker must submit detailed
explanations for each expenditure. Receipts will be reviewed for approval.
f) Expenses for pets are not covered.
9. The Local Office must IMMEDIATELY send to the State Office TAA Unit:
a) Form ETA-860— "Request for Relocation Allowances."
b) Form TAA-12— "Certification of Suitable Employment and Interview
c) Form TAA-17B— "Checklist"
10. The worker should send, directly to the State Office TAA Unit, at completion of
the relocation:
a) Form TAA-10— "Daily Record/Itinerary." <u>Include the worker's name and Social</u>
Security number.
b) All original receipts. The workers should keep copies for themselves.

VI. THE "REQUEST FOR TRAINING APPROVAL"/CONTRACT PACKAGE¾ FULL-FUNDED TRADE CONTRACTS **

➤ REF: TRADE ADJUSTMENT ASSISTANCE EMPLOYMENT SERVICE MANUAL.

Putting together a "Request for Training Approval" and the contract package that goes with it is a complicated process. It requires that Local Area staff and trade-affected workers work closely together. It also requires that Local staff be knowledgeable of Local training programs and institutions and be aware of the Trade programs' requirements for training.

The State Office TAA Unit <u>must make the final determination to approve or deny all Requests and Contracts, except in El Paso</u> where the Regional Trade Unit (RTU) may approve them.

- Trade-affected workers are entitled to "appealable determinations." Therefore: While Local staff may inform a worker that their training request may not meet one or more of the TAA training approval criteria listed below, Local staff may not refuse to submit a "Request for Training Approval" package.
- ➤ Once received in the State Office TAA Unit, processing a "Request" may take four to six weeks. **Therefore**, it's important that you submit the Package <u>at least four weeks</u> prior to the start date of the training.

A. TRAINING APPROVAL CRITERIA 3/4 FULL-FUNDED TRADE CONTRACTS

The "Request for Training Package" must meet **all** of the following criteria in order to receive approval for full-funded TAA contracts.

- 1. **Suitable Employment.** There must not be any suitable employment, including technical and professional employment, available either within the local commuting area or any area in which the worker is willing to relocate. "Suitable employment" means a job that is of equal or higher skill level that pays at least 80% or more of the individual's former average weekly wage.
- 2. The individual must be able to benefit from the requested training.

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^{*} This section reviews requirements for "Full-Funded" Contracts; i.e., contracts <u>paid in whole</u> by TAA or NAFTA-TAA. Section VII reviews "Other-Funded" Contracts; i.e., those paid in part or in whole by some other funding source.

- 3. A reasonable expectation, not necessarily a prior guarantee, of employment must exist following the completion of training.
- 4. The training is available to the individual from governmental agencies or private sources, <u>and</u> the training facility is accredited by the Texas Education Agency Certification Criteria; <u>or</u> is an approved institution by the Texas Higher Education Coordinating Board; <u>or</u> approved for Veteran's training; <u>or</u> the program is approved by the TWC Proprietary Schools Unit.
- 5. The individual is qualified to undertake and complete such training, which includes the individual having the financial resources to complete the proposed training.
- 6. Such training is suitable for the worker and available at a reasonable cost.
- 7. No training cost can be reimbursed for any training incurred prior to the date of approval by the State Office TAA Unit or the El Paso RTU.
- 8. No training program shall exceed 104 continuous calendar weeks.
- 9. Students must attend training on a <u>full time</u> basis.
 - If attending college, "full-time" normally means twelve semester credit hours for the fall and spring sessions and six semester credit hours for each summer session. However, the college defines "full-time" for each of its programs.
 - If attending continuing education or "clock hour" courses, then "full-time" means a minimum of 20 instructional hours per week.
- 10. <u>Students cannot self-finance their training.</u> Any training which requires the individual to pay, from personal resources, a fee or tuition for any training received during the period covered by the training contract, <u>is strictly prohibited</u>.

B. THE "REQUEST FOR TRAINING APPROVAL PACKAGE"3/4 WHAT YOU NEED

- An institutional training request involves the submission of an entire package of information verifying and establishing that the trade-affected worker meets all criteria for training as specified by federal Regulation. Since Trade-affected workers are entitled to "appealable determinations," this completed packet provides the documentation for any appeal and any subsequent determination.
- ➤ <u>REF:</u> TRADE ADJUSTMENT ASSISTANCE EMPLOYMENT SERVICE MANUAL, SEC. V³/₄ VI.
- **➤** Use the following Desk Aids to complete the package.

DESK REFERENCE

THE "REQUEST FOR TRAINING APPROVAL" PACKAGE

> While Local staff may inform a worker that their training request may not meet one or more of the TAA training approval criteria listed below, Local staff may not refuse to submit a "Request for Training Approval" package.

WHAT YOU WILL NEED¾ The components of this package are:

1. Form TAA-17, "Contract Packet Checklist." This form leads you through
preparation of the entire packet. As you complete each document, put it behind the
TAA-17 and check it off.
2. Form TAA-1, "Individual Referral to Training" Contract Document. There must be
two original copies, with original signatures. This document includes:
a) Attachment A: Form TAA-21, "Curriculum Outline";
b) Attachment B: Form TAA-23, "Books, Tools and Supplies List";
c) Attachment C: Form TAA-24, "Holiday/Vacation Schedule"
3. Form TAA-13, "Assessment and Re-Employment Plan."
NOTE: The Boards or their contractors may call this document an "Individual
Employment Plan" (IEP); "Individual Readjustment Plan" (IRP); "Individual Service
Strategy" (ISS); or something else. They may have much of the information the TAA-13
requires, only on a different kind of form. As long as the information the TAA-13
requires is there, just copy their forms and staple them to the TAA-13. You don't need to
reinvent the wheel.
4. Test Record Card
5. Active ES "Application for Work" (Form ES-511) and copies of Job Search
documentation.
6. If a Master Record does not exist or if Master Record has a "N" or "I," there must
be a Letter of Separation from the trade-affected employer.
7. Form TAA-14, "Trainee Acknowledgement Form"
8. Sample Signature Letter from the training institution with original signatures (if the
TAA Unit does not already have one).
9. Resume
10. Letter of Acceptance into the Training Program (if required).
11. School Catalogue (if the TAA Unit does not already have one)

➤ Use the following Desk Aids to complete each form.

DESK REFERENCE

THE "REQUEST FOR TRAINING APPROVAL" PACKAGE

WHAT YOU DO

- **▶** REF: TRADE ADJUSTMENT ASSISTANCE EMPLOYMENT SERVICE MANUAL
- You will need 'Read-Only RACF Authority" to use the "Applicant Characteristics," "UI Claims Functions," and "Job Matching" Panels of TWC's mainframe.

A. Form TAA-17, "Checklist"

1. Fill out the worker's full name and Social Security Number
2. To determine which petition number to use, look at the top right-hand corner of the
individual's Master Record . On the "UI Claims Functions" menu, go to the
command line and enter "CTTE." At "CTTE" screen enter the social security
number. Put a "S" to the left of the Master Record you want, and hit "enter." The
petition number and name will be in the top left corner of the your Master Record.
3. Section A : Use this section to make sure you have the entire training packet
 together before sending it to the State Office TAA Unit.
4. Section B: Simply check "yes" or "no," whichever applies to this individual's
training contract.
5. Section C: Based on the criteria for approving a contract, recommend "approval"
 or "denial" of this contract. If you recommend "denial," state why in Section D.
6. Section D is for any <u>Comments</u> you might have about this individual, their training
program, or if additional information will follow.
7. At the bottom , be sure to enter your name; telephone number and extension; your
"3-digit User I.D.,"—also known as your ''mainframe sign on''; and your Local
Office number. This helps us know who prepared the material for the worker.

DESK REFERENCE

THE "REQUEST FOR TAA TRAINING APPROVAL" PACKAGE

WHAT YOU DO

- B. Form TAA-1, "Individual Referral to Training Contract"
- ➤ This is the actual <u>contract document</u>. The training institution may want to complete the front of this form.

REMEMBER:

- 1. There should be two original signed Forms TAA-1.
- 2. There should be absolutely <u>NO WHITE OUT</u> on this form. If there is a mistake on this form, line it out, initial the line out, and then write the correction above the lined out material.
- 3. There are three attachments to the TAA-1:
 - a) Attachment A: Form TAA-21, "Curriculum Outline";
 - b) Attachment B: Form TAA-23, "Books, Tools and Supplies List";
 - c) Attachment C: Form TAA-24, "Holiday/Vacation Schedule"

SEC	ACTION
1.	Part. a.: Fill in the corresponding petition number.
	Part. b.: Leave the Contract Number blank.
2.	Write in the individual's full name, Social Security Number, and their Current Mailing
	Address. Make sure you use the most current address in case we need to contact the
	individual about their training.
3.	Part. a.: Fill in the name of the training facility.
	Part. b.: Fill in the mailing address of the training facility.
	Part. c.: Fill in the <u>Texas Comptroller's Payee Identification Number</u> of the training
	facility. This is a 14-digit number to identify who we are paying. If a training facility
	does not have an identification number, contact the State Office TAA Unit.
	Part d.: Fill in the name of the training program that the individual will be attending.
	Part e.: Fill in the occupation for which the individual is being trained and the
	corresponding Dictionary of Occupational Titles (DOT) code.
	Part f.: Note the references to the three attachments to the TAA-1.

SEC	ACTION
4.	Part a.: Refers to Coordinated Contracts. Complete this section only when some other funding source, along with TAA or NAFTA-TAA, pays for the training. Example: WIA pays \$1000.00 in tuition and a Pell Grant pays \$500.00 for books. List the name of the source and how much it's paying; then enter a Sub-Total. Then, below the table, enter the date(s) for which these sources are paying. Note: The amounts in 4.a. should only be what the student has applied for and is currently qualified to receive. The State Office TAA Unit may ask for a training provider letter if needed. Part b.: Complete this section when a TAA program¾ TAA or NAFTA-TAA— is paying for training. List the amounts for Tuition, Fees, Books, Supplies and other. Then Total the training amount. Enter the date(s) covered by the TAA program's obligation. Part c.: Enter the registration deadline for this training program. NOTE: The school may want to complete this part of the form before signing.
5.	Enter the <u>number of clock hours or the number of semester hours</u> for the entire training program. Fill in the <u>number of continuous calendar weeks</u> the program will last.
6.	Part a.: DO NOT SIGN! The appropriate TAA Unit official will complete. Part b: Appropriate training facility personnel must complete this part. On the back of the TAA-1 ("Contract") complete Sections 12b, 13, 14, & 15.
12.	Part b.: The training facility will forward all completed invoices to the following address: TAA Unit, Crawford Texas Workforce Commission 101 E. 15 th Street, Room 506-T Austin, TX 78778-0001
13.	Check the appropriate box. It is possible for an individual to be under-employed and be eligible for training benefits.
14.	Fill in the trade affected occupation and the corresponding nine-digit DOT code.
15.	Fill in your name, Local Office number, three digit "mainframe sign on," and the date you submitted the contract to the State Office TAA Unit (or the El Paso RTU).
>	This Guide is not a substitute for the Trade Adjustment Assistance Employment Service Manual. Review the Manual, Sec. III and Sec. VI.
>	 Remember: There should be two original signed Forms 3/4 TAA-1. There should be absolutely NO WHITE OUT on this form If there is a mistake on the TAA-1, line it out, initial the line out, and then write the correction above the lined out material.

ATTACHMENT A, Form TAA-21: "Curriculum Outline"
1. Fill in the name, Social Security Number (SSN), and student's study major.
2. The student should take the curriculum outline to the school to be completed and signed by an academic advisor or counselor.
3. Make sure that the school's academic advisor or counselor fills in their title, date and telephone number.
4. This form has two sides. One side is for Semester/Quarter Credit Hour Programs, and the other side is for Clock Hour programs.
5. Insure that, when the student returns the form to you, s/he completed it properly.
6. The courses identified on the curriculum outline are the courses for which TAA or NAFTA-TAA is agreeing to pay. When the training institution sends in an invoice, it will be compared to the curriculum outline to confirm that each course is approved.
ATTACHMENT B, Form TAA-23: "Tool, Supply and Book Lists"
1. There are three sections on this form. For each you will list the corresponding course number from the curriculum outline and then list the required book(s), supply, or tools for that course and their estimated cost. The school may complete this form.
2. You must make sure Form TAA-23 is complete <u>for the entire time period</u> of the Training Contract (<u>TAA-1 Sec. 4 Part b</u>). If training is to last the full 104 weeks, then some cost(s) will have to be estimated based on current information.
3. The TAA Program can pay only for books, tools, and supplies required by the training institution for each and every student taking the scheduled course. Optional books and supplies won't be paid for.
4. The books, supplies and tools identified on the TAA-23 are the items for which TAA or NAFTA-TAA is agreeing to pay. When the training institution sends in an invoice, it will be compared to the TAA-23 to confirm the items are approved.
5. If no books are required for the training, write "None Required."
6. If the costs of books are included in the tuition, write "Included in Tuition."
ATTACHMENT C, Form TAA-24: "Official Holiday and Break Schedule"
1. <u>Training Period(s)</u> : Indicate if the training period is a quarter, semester, summer semester, or trimester. Example: Spring (S) 2000, Fall (S) 2000, etc.
2. <u>Start Date/End Date</u> : Enter the dates the training period will start and end.
3. <u>Instructional Hours</u> : For clock hour programs, enter the number of hours for each
training period. For Semester Credit hours, enter the number of credit hours for <u>each</u>
training period.
4. <u>Weekday Holidays</u> : Enter the specific dates for the scheduled weekday Holidays falling within the training period.
5. Weekday Vacation: Enter the beginning and ending dates for weekday vacation periods, such as spring break.
6. Remind the Worker: If there's a scheduled training break of 14 days or more, they
might not receive TRA benefits during that scheduled break.

DESK REFERENCE

THE "REQUEST FOR TRAINING APPROVAL" PACKAGE

WHAT YOU DO

- **▶** REF: TRADE ADJUSTMENT ASSISTANCE EMPLOYMENT SERVICE MANUAL
- You will need 'Read-Only RACF Authority" to use the "Applicant Characteristics," "UI Claims Functions," and "Job Matching" Panels of TWC's mainframe.

C. Form TAA-13, "Trade-Affected Worker Assessment and Reemployment Plan"

On the top line, enter the worker's name and SSN.
Section I. Education Status
 Highest grade completed including post-secondary education: Examples: 12 for High School/GED, 14 for Associate Degree, 16 for Bachelor Degree, and 18 for Master's Degree.
2. <u>High school Diploma or GED?</u> : Enter the one received or "None." Enter the date received (mo./yr.). If a Diploma was from outside the US, note the country.
3. <u>Certificate or Degree:</u> If an individual received any other degrees or certificates, list them here with the date obtained and the field of study or type of certificate received.
Section II. Work History and Skills.
1. Complete the Job Name/Title, Months in Job, Salary or Wage, and Skills: You may use the work application on the mainframe "Job Matching System" to help you.
2. Additional Skills: Note any additional skills the worker may have.
Section III. Reemployment Information
Complete <u>Number of months unemployed</u> : Enter the number of months the individual has not been working
 Individual's Average Weekly Wage (AWW) from adversely affected employment: a) "Adversely affected employment" means the worker's former job, which the USDOL certified as trade-affected. b) On the mainframe, go to "UI Claims Functions"; use the "CTPE" command. c) Using the wages from the first four of the last five quarters, divide the worker's highest quarter of wages from the trade-affected employer by 13. That is the Average Weekly Wage.
d) Multiply the Average Weekly Wage by 0.80. That is 80% of the AWW.

	3. Mark "Yes" or "No" for jobs in the applicant's normal commuting area using the
	applicant's existing job skills and paying at least 80% of their AWW .
	a) "Commuting Area" is a UI term; <u>it means</u> the area in which an individual would
	be expected to travel to and from work on a daily basis. This area may differ
	among Local Workforce Development Areas. Check with UI personnel for
	guidelines in your Area.
	b) Using the mainframe "Job Matching" system, <u>determine</u> whether there are suitable
	jobs available.
	c) Print the "Job Matching" screen documentation and attach copies to the TAA-13.
	d) You can use newspaper, other ads, and other sources; <u>attach</u> the documentation.
	e) You can use the worker's work application (ES-511); <u>print it out</u> with job matches.
	f) Note if you did referrals, or why you did not do referrals on these job matches and
	attach copies of the referrals to the Request package.
	4. If the applicant is willing to relocate, <u>note "Yes" or "No."</u>
	5. If the applicant is willing to relocate, <u>attach</u> documentation of jobs available for the
	applicant where they want to move to. Describe how you verified there are jobs
	available; attach any pertinent documentation.
	Section IV. Test Information
	1. Federal Rules require testing as part of a complete assessment. You must refer to
	the Manual to review details about required testing.
	2. List the type of test, the test name, the date it was taken, and the test results.
	Example: Test Types: Vocational Testing
	<u>Example</u>: Test Names: CASAS, SAGE, GATB etc.
	 The training institution or the Local Board's WIA program may provide
	testing services. Review the Manual for information about requirements.
	Section V. Supportive Service Needs
	1. The TAA program does not provide for Supportive Services. Such services are
	beyond the program's scope and resources. Provision of Supportive Services is
	one reason for the need for coordination with the Local Board's WIA program.
$ \Box$	2. During your interview with the worker, check off the Supportive Service Needs.
	<u>Describe</u> how the applicant will address the need.
	• Example: Transportation is a need: "WIA is willing to help the worker with a
1	transportation allowance during training."

Section VI. Goals
 Usual Occupation: The job the worker has the most experience in. Usually, this will be their former trade affected occupation, but sometimes their usual occupation is different from the trade-affected occupation from which they were laid off. a) Enter the primary occupation in which the worker will look for work if training is not approved and the corresponding DOT Code. b) The TAA program will not provide training in an occupation in which the worker is currently job ready.
2. <u>Short Term CAREER goal:</u> This is an Entry Level Career Goal. Enter the Worker's Short Term Career Goal.
3. What is the minimum education level generally required for this entry-level position. How many years of education are required? <u>Use</u> "12" for High School/GED, "14" for Associate Degrees and "16" for Bachelors
4. <u>List</u> the Degree, License or certification required for this position. For example it may require a commercial driver's license (CDL) or a bachelor's degree?
5. <u>EDUCATIONAL goals</u> : What are the worker's educational goals? Do they aspire to an Associate's Degree? Some vocational certificate? <u>Do these goals match the requirements for an entry-level position?</u>
Section VII. Barriers to Employment
1. It is beyond the scope of the TAA program to address barriers to employment other than education, training and obsolete job skills. Review the <i>Manual</i> for information about requirements.
2. Check the appropriate box(es) and give an explanation if necessary. The assessment and testing information you described in the TAA-13 Section IV above may help.
3. If an individual lacks job search skills, then schedule them for a job search workshop in your office.
Section VIII. Selection of Training
Section VIII. Selection of Training 1. Enter the name of the selected training program as the school's catalogue lists it.
Enter the name of the selected training program as the school's catalogue lists it. Check "Yes" or "No" if this is the most appropriate training for the applicant.
1. Enter the name of the selected training program as the school's catalogue lists it.
 Enter the name of the selected training program as the school's catalogue lists it. Check "Yes" or "No" if this is the most appropriate training for the applicant. Check if the school is approved by Texas Education Agency, Texas Higher Education Coordinating Board, or TWC's Proprietary Schools Unit. If there is doubt

6. Check "Yes" or "No" if the training facility is within the applicant's normal
commuting area. If it isn't, then see if there are any other training institutions within
the commuting area. If there are, list them.
7. Check "Yes" or "No" if the training program can be completed within 104
continuous calendar weeks. Under no circumstances will a Request be approved
if the training program is scheduled to last longer than 104 continuous calendar
weeks, <u>including holidays or vacation breaks</u> .
8. <u>Duration of course</u> . Enter the number of calendar weeks the total training program
will last, including vacation breaks, and holidays. If a shorter term training program
is available check "Yes" and explain. The shortest program will be presumed to
be the most appropriate. However, other factors, such as cost, may make a
longer program more appropriate.
9. Check "Yes" or "No" if the training program is "full-time" (see the definition of
"full-time" at Sec. VI.A of this <i>Guide</i> and refer to the <i>Manual</i>).
10. If training is a clock-hour program list the average number of hours in attendance
each week.
Section IX Suitability of Training
1. <u>Check "Yes" or "No"</u> if the applicant will benefit from the appropriate training. <u>If</u>
an applicant will not benefit, explain why. You may advise an applicant that their
Request is not likely to receive approval, but you <u>may not</u> refuse to submit their
Request. Workers are entitled to "appealable determinations."
2. <u>Check "Yes" or "No"</u> if the applicant has the basic education level required to enter
and complete the training program. The training institution and the
assessment/testing information you have may advise you on this issue.
Regarding "remedial" courses (ESL, GED, "Workplace Literacy," etc.):
Make every attempt to identify the need for remedial courses before submitting the
Request.
 Remedial courses will be counted as part of the 104 weeks of allowable training. Use the assessment/testing information you have and the school's advice.
3. Check "Yes" or "No" if the applicant has the mental and physical capabilities to
undertake, make satisfactory progress, and complete the training program.
4. Check "Yes" or "No" if the applicant will be job ready upon completion of training.
4. <u>Check les of No it the applicant will be job leady upon completion of training.</u>
Section X. Justification of Training
1. Check "Yes" or "No" if there's a reasonable expectation of employment at the
completion of training. Describe the source(s) you used to make this determination.
Use sources like the Occupational Outlook publications, LMI information, TWC Job
Matching System, newspaper ads, Local Board "Demand Occupation List," etc.,

2. <u>Check off</u> whether the job market you reviewed is Local, In-state, or Out-of-state.
3. Check "Yes" or "No" if the school has accepted the individual into the specific
training program. An individual can be accepted into a school, but not be accepted
into a particular program at the school. For verification information, enter the name
and contact information of who, at the school, can verify the individual has been
accepted into the training program.
4. Check "Yes" or "No" if the training program cost is "reasonable."
NOTE: The reasonable cost rule states that training may not be approved at one
institution when, after considering all of the applicable costs, similar training is
available at another institution, at a lower total cost, within a similar time frame.
5. <u>Check "Yes" or "No"</u> as to whether the program is less than the "reasonable cost."
NOTE: It is the policy in Texas to disapprove any training Request that costs more than
double the state average training cost. List any other approved institutions that provide
similar or like training in the Local Area and attach documentation from these schools
showing course schedule and cost.
6. Check "Yes" or "No" for whether the applicant applied for or currently receiving
allowances or assistance from any other source. This question is in reference to the cost for training.
7. Complete the information as to whether the applicant is attending training paid for by
other sources such as but not limited to the Pell Grant, WIA, NRA, or scholarships.
Enter detailed information here.
 TAA program cannot pay for services that are already being paid for from another
source. Overpayments may occur if this is not considered.
However, payments from other programs, scholarships, or grants may be used to
lower the TAA program costs to a "reasonable" level or lower the cost of private
institutional training to be competitive with public institutions.
8. Check "Yes" or "No" If any cost of the training is paid for by the applicant, it will
be considered to be self-financed training. Self-financing is strictly prohibited for
any training program under consideration for TAA approval.
Section XI. Cost of Training:
1. <u>In columns "1" and "2":</u>
Enter the amount(s) the TAA program will pay for and in the fourth column list the
amount that any other source is paying for and the funding source name.
2. Columns "3" and "4" are for other funding sources. Enter the amounts and sources.
3. Enter Total Cost where appropriate.
J. Lines I viai Cust where appropriate.

DESK REFERENCE (FORM TAA-13 CONT)

Section XII. Financial Support
> Advise the worker to call the UI Tele-Center immediately to file or begin to file
for any entitled benefits such as UI or TRA.
> You do not make any benefits determinations for the worker; the Tele-Center
has that responsibility.
1. Check "Yes" or "No" for UI, TRA, or Additional TRA.
a) To determine UI, Basic TRA, and Additional TRA: On the mainframe, go to "UI
Claims Functions" and type "CTCS" on the "Command" line and "enter."
b) Enter the worker's SSN. Use PF 11 (function key) to page right and see the TRA
screens.
c) <u>UI plus Basic TRA always adds to 52 weeks</u> . Additional TRA lasts 26 weeks.
d) You are only estimating possible dates of exhaustion. It is up to the UI Tele-
Center to determine definite dates of exhaustion.
e) If the Worker wants specific dates and eligibility information, s/he will need
to contact the UI Tele-Center.
2. If the training program will exceed the duration of UI, TRA, and Additional TRA
payments, then complete the Financial Support information.
a) Ask the worker to state what they will do in the event that benefits payments may
not be available throughout the requested training period.
b) Check off the other funding/financial support sources s/he says will be available.
c) Enter their comments on the two blank lines provided.
Section XIII. Applicant Declaration
1. Have the applicant/worker sign and date this form. Then you— the "TWC
Counselor"—sign and date the form, making sure to enter your Local Office
Number.
2. A comment section is available for you if you need to make additional information
available to the State Office TAA Unit.

NOTE:

The Boards or their contractors may call this document an "Individual Employment Plan" (IEP); "Individual Readjustment Plan" (IRP); "Individual Service Strategy" (ISS); or something else. They may have much of the information the TAA-13 requires, only on a different kind of form. As long as the information the TAA-13 requires is there, just copy their forms and staple them to the TAA-13. You don't need to reinvent the wheel.

DESK REFERENCE

THE "REQUEST FOR TRAINING APPROVAL" PACKAGE

WHAT YOU DO

REF: TRADE ADJUSTMENT ASSISTANCE EMPLOYMENT SERVICE MANUAL

D. Form TAA-14, "Trainee Acknowledgement Form"

1. On the top line, <u>Enter</u> the worker's name.
2. In the third paragraph of Item # 2, enter the dollar amount allotted for Books, Equipment, Supplies and/or tools. Do not include the cost of Tuition and Fees. This is the amount available for books, tools and supplies only.
The dollar amount entered here should reflect the costs detailed on the TAA-23¾ Attachment B to the TAA-1. 3. Have the worker read the form and then sign and date it.

E. "Sample Signature Letter from the Training Institution"

1. The State Office TAA Unit and the El Paso RTU must be able to verify that an
authorized representative of the training institution signed the contract and invoices.
2. Local staff should verify the signature on the contract before submitting the
package.
3. If someone other than the institution's authorized representative signs their
representative's name, the contract is not valid, and a delay will occur while you get
the correct signature.
4. The State Office TAA Unit and the El Paso RTU need one original signature on file
for each institution representative. Your Local Office also may want to retain a
copy.

F. "The OTHER-Funded Letter"

If the Form TAA-1 and the Form TAA-13 Section 11, "Cost of Training" indicate some source other than a TAA program will pay for any or part of the training, then you must have a letter from the other funding source—e.g., the Local Board—indicating, for each worker:

 The estimated amount of the funding;
 The training period the funding covers;

c) The training program and institution which the other source(s) will pay for.

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VII. THE "REQUEST FOR TRAINING APPROVAL" / CONTRACT PACKAGE¾ OTHER-FUNDED TAA CONTRACTS

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- ➤ REF: TRADE ADJUSTMENT ASSISTANCE EMPLOYMENT SERVICE MANUAL.
- TAA approval of "OTHER Funded" training allows workers in other training programs to receive Trade Readjustment Allowance (TRA) even if a trade program is not paying for their training. TAA-approved training is very similar in concept to Commission-approved or state-approved training. Persons drawing UI are exempt from work search requirements when they are participating in Commission-approved training. If trade affected workers want to receive TRA while in training which is not funded by a TAA program, then the training program must meet the same approval criteria as if it were TAA-funded; such training is called "TAA approved."
- ➤ There are two primary sources of "Other-Funded" training. Local Boards operate these programs.
 - 1. The Local Board's WIA Dislocated Worker Program funded with the Local Area's WIA formula allocated monies.
 - 2. "National Reserve Account" (NRA) or, after July 1, 2000, "National Emergency Grant" (NEG) funds. These are funds especially granted to the State, by DOL, and contracted to a Local Board for specific purposes.

The State Office TAA Unit <u>must make the final determination to approve or deny all Requests and Contracts, except in El Paso</u> where the Regional Trade Unit (RTU) may approve them.

- Trade-affected workers are entitled to "appealable determinations." Therefore while Local staff may inform a worker that their training request may not meet one or more of the TAA training approval criteria listed below, Local staff may not refuse to submit a "Request for Training Approval" package.
- ➤ Once received in the State Office TAA Unit, processing a "Request" may take four to six weeks. **Therefore**, it's important that you submit the Package <u>at least four weeks</u> prior to the start date of the training.

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^{*} This section reviews requirements for "OTHER-Funded" Contracts; i.e., contracts paid in whole by some source other than a TAA Program¾ e.g., a Board's WIA program.

DESK REFERENCE

THE "OTHER-FUNDED REQUEST"

> While Local staff may inform a worker that their training request may not meet one or more of the Trade training approval criteria listed below, Local staff may not refuse to submit a "Request for Training Approval" package.

WHAT YOU WILL NEED3/4 The components of this package are:

➤ <u>NOTE</u>: This package is much simpler than a "Fully-Funded" Request. Refer to Part VI above for completion of the forms.

	1. Form TAA-17A, 'Other-Funded Contract Packet Checklist." This form leads you
	through preparation of the entire packet. As you complete each document, put it
	behind the TAA-17A and check it off.
	2. You don't need the Form TAA-1 for an "Other-Funded" contract which another
	source is funding in whole. You will need:
	a) Attachment A: Form TAA-21, "Curriculum Outline";
	b) Attachment C: Form TAA-24, "Holiday/Vacation Schedule"
	3. Form TAA-13, "Assessment and Re-Employment Plan."
	NOTE: The Boards or their contractors may call this document an "Individual
	Employment Plan" (IEP); "Individual Readjustment Plan" (IRP); "Individual Service
	Strategy" (ISS); or something else. They may have much of the information the TAA-13
	requires, only on a different kind of form. As long as the information the TAA-13
	requires is there, just copy their forms and staple them to the TAA-13. You don't need to
	reinvent the wheel.
	4. Test Record Card
	5. Active ES "Application for Work" (Form ES-511) and copies of Job Search
	documentation. Note whether you did or did not make referrals on each job match.
	6. Letter of Separation from the trade-affected employer (if Master Record does not
	exist or if Master Record has a "N" or "I")
	7. The "OTHER-Funded" Letter
	If the Form TAA-1 and the Form TAA-13 Section 11, "Cost of Training" indicate some
	source other than a TAA program will pay for part of the training, then you must have
	<u>a letter from the other funding source</u> — e.g., the Local Board— indicating, for each worker:
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	a) The estimated amount of the funding;
	b) The training period the funding covers; c) The training program and institution which the other source(s) will pay for
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